

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: July 27, 2006

Bulletin # 626 C

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

California Relay Service
TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #626

- **ADMINISTRATIVE ASSISTANT/EXECUTIVE ASSISTANT – DIVISION OF POLICY AND STRATEGIC PLANNING/HEADQUARTERS/SACRAMENTO**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE ASSISTANT (\$3418 – \$4155)/EXECUTIVE ASSISTANT (\$3072 – \$3734) – DIVISION OF POLICY AND STRATEGIC PLANNING/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Deputy Director for the Division. The incumbent will primarily serve as the assistant to the Division Deputy Director and the Assistant Director for Legislation. The incumbent will also provide other administrative duties as needed for the Division. It is desirable that the candidate have excellent typing and formatting skills, must be able to work independently and as a team player. Be able to work with short time frames and multiple task, also proficiency with Microsoft Word and Excel programs is desired. Training and Development assignments will be considered. ***This position will remain open until filed. State housing is not available.*** For further information regarding this position, please contact Nina Gordon at (916) 653-9377.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous Filing	Promotional/Spot Sacramento
Accountant I (Specialist)	August 4, 2006	Promotional/Spot Sacramento
Associate Architect	August 25, 2006	Open
Associate Civil Engineer	August 25, 2006	Open
Communications Operator	Continuous Filing	Open
State Park Cadet (Lifeguard)	Continuous Filing	Open
State Park Ranger Cadet	Continuous Filing	Open
Water and Sewage Plant Supervisor	Continuous Filing	Open